



**City Council Workshop and Legislative Meeting
Hybrid**

**New Carrollton Municipal Center
6016 Princess Garden Parkway
New Carrollton, MD 20784**

Wednesday, August 20, 2025, 7:00 pm

Workshop Items for Discussion

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Public Comments** **3 min each**
- 4. Vacant Property Discussion** **10 minutes**
- 5. Resolution 26-01: Employee Training Repayment and Retention Policy** **5 minutes**
- 6. Future Council Meeting Topics** **10 minutes**
- 7. Public Comments** **3 min each**
- 8. Motion to Adjourn- Move into Legislative Meeting**

Legislative Meeting Agenda

- 1. Call to Order**
- 2. Non-Consent Agenda**
 - a. Ordinance 26-03 Home Accessibility**
 - i. Motion:** I move that the City Council of the City of New Carrollton approve Ordinance 26-03, An Ordinance Amending Ch. 41 of the New Carrollton Code to Provide a Waiver of Permit Fees Under Certain Conditions.
 - b. Lobbyist**
 - i. Motion:** I move that the City Council of the City of New Carrollton authorize the Administration to terminate the contract between the City of New Carrollton and G.S. Proctor & Associates, Inc. for lobbying services.
 - c. Resolution 26-01**
 - i. Motion:** I move that the City Council of the City of New Carrollton

approve Resolution 26-01: Changes to the City’s Personnel Policy:
Training Repayment & Retention Policy

d. Mahoney Woods Amphitheater

i. **Motion:** I move that the City Council of the City of New Carrollton approve the Mahoney Woods Amphitheater project to move forward.

e. Appointment of City Manager

i. **Motion:** I move that the City Council of the City of New Carrollton Approve the Candidate for the New City Manager Maisha Williams.

f. Appointment of Chief of Police

i. **Motion:** I move that the City Council of the City of New Carrollton Approve the Candidate for the New Chief of Police Scott Henderson.

g. Appointment of Director of DPW

i. **Motion:** I move that the City Council of the City of New Carrollton Approve the Candidate for the New Director of DPW William Barclay.

3. Consent Agenda – Items on the Consent Agenda are presented for approval through a single motion.

I move that the City Council of the City of New Carrollton approved the consent items listed herein A :

a.	<p>Approve the Council Workshop Meeting Minutes (July 7, 2025). Council Workshop Meeting Minutes (July 14, 2025). Council Legislative Meeting Minutes (July 16, 2025).</p>	<p>Motion By: 2nd: Vote:</p>
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4. Motion to Adjourn

PLEASE NOTE: This meeting of the City of New Carrollton Council will be a hybrid meeting. This means that you can attend in person, or virtually by using the below information.

Google Meet Link

City Council Workshop & Legislative Meeting

Wednesday, August 20 · 7:00 – 10:00pm

Time zone: America/New_York

Google Meet joining info

Video call link: <https://meet.google.com/pnj-mzuf-ntv>

Or dial: (US) +1 513-666-2923 PIN: 806 398 936#

More phone numbers: <https://tel.meet/pnj-mzuf-ntv?pin=1012959173662>

If you would like to submit comments in writing please email Kaitlyn Schisler, at clerk@newcarrolltonmd.gov by 3:00 pm the day of the meeting. Comments are also welcome after any meeting.



Taller del Ayuntamiento y Reunión Legislativa

Híbrido

Centro municipal de New Carrollton

6016 Princess Garden Parkway

New Carrollton, MD 20784

Miércoles 20 de agosto de 2025, 19:00 horas

Temas del taller para debate

1. Llamar al orden
2. Juramento de lealtad
3. Comentarios públicos 3 min cada uno
4. Discusión sobre propiedades vacantes 10 minutos
5. Resolución 26-01: Política de Reembolso y Retención de Capacitación de Empleados 5 minutos
6. Temas de las futuras reuniones del Consejo 10 minutos
7. Comentarios públicos 3 minutos cada uno
8. Moción para aplazar la sesión - Pasar a la reunión legislativa

Agenda de la reunión legislativa

1. Llamar al orden
2. Agenda sin consentimiento
 - a. Ordenanza 26-03 Accesibilidad a la vivienda
 - i. **Movimiento:** Propongo que el Concejo Municipal de la Ciudad de New Carrollton apruebe la Ordenanza 26-03, Ordenanza que enmienda el Capítulo 41 del Código de New Carrollton para proporcionar una exención de tarifas de permisos bajo ciertas condiciones.
 - b. Cabildero
 - i. **Movimiento:** Propongo que el Concejo Municipal de la Ciudad de New Carrollton autorice a la Administración a rescindir el contrato entre la Ciudad de New Carrollton y G.S. Proctor & Associates, Inc. para servicios de cabildeo.

c. Resolución 26-01

- i. **Movimiento:** Propongo que el Ayuntamiento de la Ciudad de New Carrollton apruebe la Resolución 26-01: Cambios a la Política de Personal de la Ciudad: Política de Reembolso y Retención de Capacitación

d. Anfiteatro Mahoney Woods

- i. **Movimiento:** Propongo que el Concejo Municipal de la Ciudad de New Carrollton apruebe el proyecto del Anfiteatro Mahoney Woods para seguir adelante.

e. Nombramiento de administrador de la ciudad

- i. **Movimiento:** Propongo que el Concejo Municipal de la Ciudad de New Carrollton apruebe a la candidata para nueva administradora de la ciudad, Maisha Williams.

f. Nombramiento de Jefe de Policía

- i. **Movimiento:** Propongo que el Concejo Municipal de la Ciudad de New Carrollton apruebe al candidato para el nuevo jefe de policía Scott Henderson.

g. Nombramiento de Director del DPW

- i. **Movimiento:** Propongo que el Concejo Municipal de la Ciudad de New Carrollton apruebe al candidato para el nuevo Director de DPW William Barclay.

3. doAgenda de Consentimiento – Los puntos de la Agenda de Consentimiento se presentan para su aprobación mediante una única moción.

Propongo que el Concejo Municipal de la Ciudad de New Carrollton apruebe los puntos de consentimiento enumerados en este documento A:

a.	Aprobar el Acta de la Reunión del Taller del Consejo (7 de julio de 2025). Actas de la reunión del taller del Consejo (14 de julio de 2025). Actas de la reunión legislativa del Consejo (16 de julio de 2025).		Moción de: 2Dakota del Norte: Votar:
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4. Moción de aplazamiento

NOTA: Esta reunión del Consejo Municipal de New Carrollton será híbrida. Esto significa que puede asistir presencialmente o virtualmente utilizando la información a continuación.

Enlace de Google Meet

Taller del Ayuntamiento y Reunión Legislativa
Miércoles 20 de agosto · 19:00 – 22:00 horas
Zona horaria: América/Nueva York
Información para unirse a Google Meet

Enlace de videollamada: <https://meet.google.com/pnj-mzuf-ntv>
O marque: (EE. UU.) +1 513-666-2923 PIN: 806 398 936#
Más números de teléfono: <https://tel.meet/pnj-mzuf-ntv?pin=1012959173662>

Si desea enviar comentarios por escrito, envíe un correo electrónico a Kaitlyn Schisler a clerk@newcarrolltonmd.gov antes de las 15:00 h del día de la reunión. También se agradecen los comentarios después de la reunión.



Atelier du conseil municipal et réunion législative

Hybride

Centre municipal de New Carrollton

6016 Princess Garden Parkway

New Carrollton, MD 20784

Mercredi 20 août 2025, 19h00

Sujets de discussion de l'atelier

1. Appel à l'ordre
2. Serment d'allégeance
3. Commentaires publics 3 min chacun
4. Discussion sur les propriétés vacantes 10 minutes
5. Résolution 26-01 : Politique de remboursement et de rétention des employés en matière de formation 5 minutes
6. Sujets des futures réunions du Conseil 10 minutes
7. Commentaires du public 3 min chacun
8. Motion d'ajournement - Passage à la réunion législative

Ordre du jour de la réunion législative

1. Appel à l'ordre
2. Ordre du jour sans consentement
 - a. Ordonnance 26-03 Accessibilité à domicile
 - i. **Mouvement:** Je propose que le conseil municipal de la ville de New Carrollton approuve l'ordonnance 26-03, une ordonnance modifiant le chapitre 41 du code de New Carrollton pour prévoir une dispense des frais de permis sous certaines conditions.
 - b. Lobbyiste
 - i. **Mouvement:** Je propose que le conseil municipal de la ville de New Carrollton autorise l'administration à résilier le contrat entre la ville de New Carrollton et G.S. Proctor & Associates, Inc. pour les services de lobbying.

c. Résolution 26-01

- i. **Mouvement:** Je propose que le conseil municipal de la ville de New Carrollton approuve la résolution 26-01 : Modifications à la politique du personnel de la ville : politique de remboursement et de rétention des formations.

d. Amphithéâtre de Mahoney Woods

- i. **Mouvement:** Je propose que le conseil municipal de la ville de New Carrollton approuve le projet d'amphithéâtre Mahoney Woods pour aller de l'avant.

e. Nomination du directeur municipal

- i. **Mouvement:** Je propose que le conseil municipal de la ville de New Carrollton approuve la candidate au poste de nouvelle directrice municipale Maisha Williams.

f. Nomination du chef de la police

- i. **Mouvement:** Je propose que le conseil municipal de la ville de New Carrollton approuve le candidat au poste de nouveau chef de police, Scott Henderson.

g. Nomination du directeur du DPW

- i. **Mouvement:** Je propose que le conseil municipal de la ville de New Carrollton approuve le candidat au poste de nouveau directeur du DPW William Barclay.

3. COrdre du jour de consentement – Les points de l’ordre du jour de consentement sont présentés pour approbation au moyen d’une seule motion.

Je propose que le conseil municipal de la ville de New Carrollton approuve les éléments de consentement énumérés ci-après A :

un.	Approuver le procès-verbal de la réunion de l’atelier du Conseil (7 juillet 2025). Procès-verbal de la réunion de l’atelier du Conseil (14 juillet 2025). Procès-verbal de la réunion législative du Conseil (16 juillet 2025).	Motion par : 2nd: Voter:
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4. Motion d'ajournement

ATTENTION : Cette réunion du conseil municipal de New Carrollton sera une réunion hybride. Vous pouvez donc y assister en personne ou virtuellement en utilisant les informations ci-dessous.

Lien Google Meet

Atelier du conseil municipal et réunion législative
Mercredi 20 août · 19h00 – 22h00
Fuseau horaire : America/New_York
Informations sur la participation à Google Meet
Lien d'appel vidéo : <https://meet.google.com/pnj-mzuf-ntv>
Ou composez le : (US) +1 513-666-2923 PIN : 806 398 936#
Plus de numéros de téléphone : <https://tel.meet/pnj-mzuf-ntv?pin=1012959173662>

Si vous souhaitez soumettre vos commentaires par écrit, veuillez envoyer un courriel à Kaitlyn Schisler, à l'adresse clerk@newcarrolltonmd.gov, avant 15 h le jour de la réunion. Les commentaires sont également les bienvenus après chaque réunion.



City of New Carrollton

Code Enforcement Department

6016 Princess Garden Parkway
New Carrollton, Maryland 20786
(301)459-6100

VACANT BUILDING REGISTRATION PROGRAM

1. Legal Foundation & County-Level Precedent

- **County Vacant Property Registry:** Prince George's County enacted **Council Bill CB-080-2023**, establishing a Vacant Property Registry Program that became **effective January 22, 2024**, which applies to unmaintained vacant residential, commercial, and industrial buildings, mandates registration, inspections, fines, exemptions, appeals, and an annual report.
- **State Authorization for Enforcement:** Maryland HB 1142, effective October 1, 2024, authorizes Montgomery and Prince George's Counties to enforce local laws related to vacant properties—including civil penalty tiers up to \$5,000 (first violation), \$10,000 (second within 12mo), \$20,000 (subsequent)—and even criminal penalties.
- **Historic County-Level Registry Effort:** Back in 2011, HB 1108 proposed creating an "Abandoned Property Registry" for County properties, requiring registration, fees, maintenance, and establishing a county fund—but this did not ultimately pass.

These form a strong legal and policy backbone for New Carrollton's initiative.

2. Municipal Context in New Carrollton

- **Existing Code References:** New Carrollton has robust frameworks for licensing and property maintenance:
 - **Chapter 89** covers rental property licensing and inspections, including requirements for local agents, renewals, fees (e.g., \$200/unit multifamily; business license \$110).
 - **Chapter 71** codifies housing and property maintenance, adopting Prince George's County's housing code, defining nuisances, enforcement, penalties, liens, and cleanup procedures.
- This shows the city already integrates county maintenance standards and has a licensing apparatus—making a vacant-property registry a logical extension.



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3. Proposed Structure for the Vacant Property Registry Ordinance

A. Registration Requirements

1. **Scope:** Applies to any property classified as "vacant"—residential, commercial, or industrial—unoccupied for longer than **6 consecutive months**, or as determined by a Code Enforcement Officer.
2. **Mandatory Registration:** Owners (or their registered agent) must file a Vacant Property Registration within **30 days** of meeting the vacancy threshold.
3. **Vacant Property Plan:** Submission must include:
 - Intended use or redevelopment plan (e.g., renovation, sale, rent, demolition).
 - Projected timeline (start-to-completion dates).
 - Maintenance measures to prevent blight (e.g., security, grass cutting, boarded windows).
4. **Owner & Agent Info:**
 - Owner: Name, mailing address, email, contact number.
 - Registered Agent (if any): Name, mailing address, email, contact number.

B. Renewals & Updates

- **Frequency: Semiannual renewal** (every 6 months). Each renewal requires:
 - Updated vacant property plan (progress, revised timeline).
 - Affirmation that property remains vacant or notification if vacancy has ended.
 - Payment of renewal fee (see below).

C. Registration Fees

To determine a **fair fee**, we look at analogous charges in New Carrollton:

- Business license: **\$110/year**
- Multifamily rental license: **\$200 per unit per year**
- Note: No existing fee structure for vacant registration—so a middle-tier approach seems fair.



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Recommended fees:

- **Initial registration: \$150** per vacant property.
- **Semiannual renewal: \$75** per cycle.

These fees are modest—designed to cover administrative review, monitoring, and enforcement, without being punitive, yet incentivizing owners to act.

D. Enforcement & Penalties

- **Late or No Registration:**
 - **Civil penalties:** Up to \$1,000 for first violation, escalating to \$2,000 for second within 12 months, \$5,000 for further violations—consistent with HB 1142 penalty framework.
- **Other Enforcement Tools:**
 - City may conduct inspections, impose liens (per Chapter 71 authority for nuisance), and abate conditions with subsequent billing as lien.
 - Appeals process mirroring County model (as seen in CB-080-2023).



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4. Sample Registration Form Layout

City of New Carrollton — Vacant Property Registration Form

Field	Description
Owner Information	
Owner Name	_____
Owner Mailing Address	_____
Owner Email	_____
Owner Phone	_____
Registered Agent (if applicable)	
Agent Name	_____
Agent Mailing Address	_____
Agent Email	_____
Agent Phone	_____
Property Information	
Vacant Property Address	_____
Parcel ID (Option)	_____
Vacant Property Plan	
Intended Use / Redevelopment Plan	(Attach narrative or checkboxes)
Proposed Timeline (Start / Completion)	_____
Maintenance Measures (e.g., security, lawn care)	_____



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Field

Description

Certification & Signature

I certify that the above property located at _____
has been vacant for > 6 months. All information is accurate, and I agree to the semiannual
renewal and fee.

Signature: _____

Date: _____

Fees:

- Initial registration: \$150 — due upon submission.
- Renewal fee (every 6 months): \$75.

5. Rationale & Summary

- **Consistency with existing codes:** Leverages Chapters 71 & 89, aligning with county housing standards and local licensing.
- **Legal anchoring:** County-level registry (CB-080-2023) and statewide penalty authority (HB 1142) provide strong precedent and enforcement tools.
- **Administrative feasibility:** Semiannual renewals balance oversight without undue burden.
- **Fee fairness:** Structured modestly in light of existing \$110 business and \$200 rental unit license fees.
- **Public welfare:** Encourages property reuse, safeguards neighborhood character, and counters urban blight.

6. Next Steps for Implementation

1. Draft an ordinance with these elements, specifying:
 - Definitions (vacant, property, agent).
 - Registration process, timelines, fees.
 - Renewal and update mechanism.



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- Penalty structure per HB 1142.
- Enforcement authority (inspections, liens, appeals).
- 2. **Public process:** Begin stakeholder outreach (property owners, community groups).
- 3. **Council review:** Introduce as a Council resolution or ordinance; adopt with alignments to county/state law.
- 4. **Roll-out:** Publish forms online; integrate with City's digital permitting and licensing platform.

Darryl A. Green

Code Enforcement Manager
Code Compliance Department
City of New Carrollton

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Summary of Nearby Municipalities

Municipality	Vacant Property Registration Fee(s)
Fairmount Heights, MD	Single-family: \$100; Multifamily (4+ units): \$200; Commercial/Industrial: \$200. Fee doubles if vacancy exceeds 2 years. Registration valid for six months.
Takoma Park, MD	\$200 annually (due July 1). Applies to residential, commercial, multi-family, industrial, and distressed properties
Seat Pleasant, MD	(Registration rules exist, but no fee amount found in available sources.)
Forest Heights, MD	Vacant lot registration: \$75 annually per lot. Vacant Building \$150 initial fee, \$75 every six months
Salisbury, MD (Farther away; included for regional context)	Residential: \$200 annual fee + \$100 inspection fee. Non-residential building: \$500 annual fee + \$150 inspection fee.
Frederick, MD	Requires registration for non-residential/mixed-use vacant buildings, but fee <i>not specified</i> ; infractions up to \$1,000/day for non-compliance.
Bladensburg	No Program
Bowie	No Program
Glenarden	No program
Hyattsville	No Program
District Heights	No Program

ORDINANCE
OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, MARYLAND,
ENACTING CITY CODE CHAPTER 180 “VACANT PROPERTY,” §§ 180-1, “PURPOSE
AND POLICY”, 180-2 “DEFINITIONS”, 180-3 “VACANT PROPERTY
REGISTRATION”, 180-4, “EXCEPTIONS”, 180-5 “VIOLATIONS AND
ENFORCEMENT”; **AND TO AMEND CHAPTER 110, “FEES AND PENALTIES” BY**
AMENDING §§ 110-1, “FEES AND INTERESTS”. 110-2, “PENALTIES”, TO CREATE A
VACANT PROPERTY REGISTRY ORDINANCE AND CREATE CONDITIONS FOR
REGISTERING VACANT PROPERTIES AND EXEMPTIONS TO REGISTRATION
AND FEES FOR REGISTERING AND FINES FOR FAILING TO REGISTER VACANT
PROPERTIES

WHEREAS, the City of College Park is an incorporated municipality governed pursuant to Article XI-E of the Constitution of Maryland; and

WHEREAS, the Local Government Article of the Annotated Code of Maryland provides that the Mayor and Council of the City of College Park have the authority to pass such ordinances as it deems necessary to preserve peace and good order, and to protect the health, comfort and convenience of the residents of the municipality; and

WHEREAS, the Mayor and Council find that it is in the public interest to encourage economic growth through the redevelopment of vacant residential, commercial, mixed-use and industrial properties within City boundaries; and

WHEREAS, the Mayor and Council find that to understand the number of vacant properties within the City boundaries a registry is needed to monitor and track the number of current and future vacant properties; and

Section 1. NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Mayor and Council of the City of College Park, Maryland that Chapter 180 “Vacant Property”, Article 1 “Regulations” be adopted and enacted as follows:

§ 180-1. PURPOSE AND POLICY.

CAPS	: Indicate matter added to existing law.
[Brackets]	: Indicate matter deleted from law.
Asterisks * * *	: Indicate matter remaining unchanged in existing law but not set forth in Ordinance

THE HEALTH, WELFARE AND SAFETY OF THE CITIZENS OF COLLEGE PARK NEED TO BE PROTECTED FROM THE ILL EFFECTS OF VACANT PROPERTY, POOR PROPERTY MAINTENANCE AND ALL THE RAMIFICATIONS ARISING THEREFROM. FURTHER, THE VALUE OF ALL PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF COLLEGE PARK NEEDS TO BE PROTECTED FROM SAID ILL EFFECTS AND RAMIFICATIONS.

THUS, THE CITY OF COLLEGE PARK HEREBY ESTABLISHES REQUIREMENTS FOR THE REGISTRATION OF VACANT PROPERTIES.

§ 180-2. DEFINITIONS.

THE FOLLOWING TERMS, WHEREVER USED HEREIN OR REFERRED TO IN THIS CHAPTER, SHALL HAVE THE RESPECTIVE MEANINGS ASSIGNED TO THEM UNLESS A DIFFERENT MEANING CLEARLY APPEARS FROM THE CONTEXT:

CITY

THE CITY OF COLLEGE PARK, MARYLAND.

DIRECTOR

THE PUBLIC SERVICES DIRECTOR OF THE CITY OF COLLEGE PARK OR SUCH OTHER PERSON AS THE CITY MANAGER MAY SPECIFICALLY DESIGNATE SUCH OTHER OFFICIALS AS THE PUBLIC SERVICES DIRECTOR MAY DESIGNATE TO ACT IN HIS/HER BEHALF.

DWELLING

ANY BUILDING WHICH IS WHOLLY OR PARTLY USED OR INTENDED TO BE USED FOR LIVING OR SLEEPING BY HUMAN OCCUPANTS, PROVIDED THAT TEMPORARY HOUSING, AS HEREINAFTER DEFINED, SHALL NOT BE REGARDED AS A "DWELLING."

DWELLING UNIT

ANY ROOM OR GROUP OF ROOMS LOCATED WITHIN A DWELLING AND FORMING A SINGLE HABITABLE UNIT, WITH FACILITIES WHICH ARE USED OR INTENDED TO BE USED FOR LIVING, SLEEPING, COOKING AND EATING.

OWNER

ANY PERSON WHO, ALONE OR JOINTLY OR SEVERALLY WITH OTHERS, SHALL HAVE LEGAL OR EQUITABLE TITLE TO ANY PREMISES, WITH OR

WITHOUT ACCOMPANYING ACTUAL POSSESSION THEREOF, INCLUDING BUT NOT LIMITED TO EXECUTOR, EXECUTRIX, ADMINISTRATOR, ADMINISTRATRIX, TRUSTEE, RECEIVER OR GUARDIAN OF THE ESTATE OR AS A MORTGAGEE IN POSSESSION REGARDLESS OF HOW SUCH POSSESSION WAS OBTAINED. ANY PERSON OR OCCUPANT WHO IS A LESSEE SUBLETTING OR REASSIGNING ANY PART OR ALL OF ANY STRUCTURE SHALL BE DEEMED TO BE A CO-OWNER WITH THE LESSOR AND SHALL HAVE JOINT RESPONSIBILITY OVER THE PORTION OF THE PREMISES SUBLET OR ASSIGNED BY SAID LESSEE.

PERSON

INCLUDES ANY INDIVIDUAL, FIRM, CORPORATION, ASSOCIATION OR PARTNERSHIP.

PROPERTY

A LOT OR PARCEL OF REAL PROPERTY OR A COMBINATION OF LOTS OR PARCELS THAT TOGETHER FORM A SINGLE PIECE OF REAL PROPERTY.

VACANT PROPERTY

“PROPERTY”—WHETHER OR NOT THE REAL PROPERTY IS IMPROVED WITH A BUILDING OR OTHER STRUCTURE—THAT HAS NOT BEEN LAWFULLY USED OR LEGALLY OCCUPIED FOR MORE THAN 90 DAYS UNLESS AN EXCEPTION UNDER § 180-4 APPLIES. WHEN DETERMINING WHETHER THE PROPERTY IS VACANT, THE FOLLOWING SHALL BE CONSIDERED:

- (1) ABANDONED VEHICLE OR AUTO PARTS;
- (2) ABSENCE OF WINDOW COVERINGS;
- (3) ACCUMULATED MAIL AND/OR NEWSPAPERS;
- (4) ACCUMULATED TRASH;
- (5) PROPERTY MAINTENANCE STANDARD VIOLATIONS (I.E., CODE VIOLATIONS) THAT ARE UNCORRECTED FOR A PERIOD OF 30 DAYS OR MORE;
- (6) OVERGROWN OR DEAD VEGETATION;
- (7) PAST DUE UTILITY NOTICES, UTILITIES ARE DISCONNECTED, OR UTILITIES SHOW LOW USE;
- (8) ABSENCE OF FURNISHING OR OTHER INDICATORS OF OCCUPANCY;
- (9) BOARDED UP OR BROKEN WINDOWS OR DOORS;
- (10) DEFERRED MAINTENANCE, INCLUDING, BUT NOT LIMITED TO: LOOSE OR FALLING GUTTERS, PAINT CHIPPING, OR OVERGROWN GRASS;

- (11) NEIGHBOR COMPLAINT AND/OR STATEMENTS OF NEIGHBORS, PASSERSBY, DELIVERY AGENTS OR GOVERNMENT EMPLOYEES THAT THE PROPERTY IS VACANT;
- (12) UNPROTECTED HAZARDS (E.G., PITS/BASEMENTS, CONTAMINATION, HAZARDOUS SUBSTANCE STORAGE); AND
- (13) FAILURE TO RESPOND TO NOTICES OF MUNICIPAL INFRACTION.

FOR PURPOSES OF DETERMINING WHETHER NONRESIDENTIAL PROPERTY IS VACANT THE FOLLOWING SHALL BE CONSIDERED IN ADDITION TO THE ABOVE CRITERIA:

- (1) FADED OR MISSING SIGNAGE;
- (2) NO PARKED VEHICLES DURING REGULAR BUSINESS HOURS ON A ROUTINE BASIS; AND
- (3) LACK OF EMPLOYEES OR CUSTOMERS ON A ROUTINE BASIS.

§ 180-3. VACANT PROPERTY REGISTRATION.

A. REGISTRATION OF VACANT PROPERTY.

- (1) UNLESS EXEMPTED, AN OWNER, OR DESIGNATED AGENT, OF VACANT PROPERTY LOCATED IN THE CITY SHALL REGISTER VACANT PROPERTY WITH THE CITY WITHIN 30 DAYS OF THE DATE THE PROPERTY BECAME VACANT. IN ADDITION, AND FOR GOOD CAUSE, THE CITY MANAGER MAY GRANT AN OWNER OF VACANT PROPERTY A REASONABLE EXTENSION OF TIME TO REGISTER THE VACANT PROPERTY.
- (2) ALONG WITH THE REQUIRED FEE SET FORTH IN CHAPTER 110, THE OWNER OR AGENT REGISTERING A VACANT PROPERTY SHALL SUPPLY THE FOLLOWING INFORMATION:
 - (A) THE NAME, ADDRESS, EMAIL ADDRESS AND PHONE NUMBER OF THE OWNER.
 - (B) THE NAME, ADDRESS, EMAIL ADDRESS AND PHONE NUMBER OF ANY LOCAL AGENT OR REPRESENTATIVE.
 - (C) THE LEGAL DESCRIPTION AND TAX ACCOUNT NUMBER(S) OF THE PREMISES OF THE VACANT REAL PROPERTY.
 - (D) THE STREET ADDRESS OF THE BUILDING.
 - (E) DATE ON WHICH THE BUILDING BECAME VACANT.

B. NOTICE OF REGISTRATION REQUIREMENT.

- (1) UPON A DETERMINATION BY THE CITY MANAGER THAT VACANT PROPERTY EXISTS, AND THE PROPERTY IS NOT REGISTERED IN ACCORDANCE WITH THIS SECTION, THE CITY MANAGER SHALL

PROVIDE NOTICE TO THE OWNER OR AGENT OF THE REQUIREMENT TO REGISTER THE VACANT PROPERTY WITHIN 30 DAYS USING FORMS PROVIDED BY THE CITY. THE FAILURE OF THE CITY MANAGER TO PROVIDE THIS NOTICE, OR THE FAILURE OF AN OWNER TO RECEIVE NOTICE FROM THE CITY MANAGER, SHALL NOT RELIEVE THE OWNER OF THE OBLIGATION TO REGISTER SUCH PROPERTY AS VACANT.

C. TIMING.

- (1) REGISTRATION FOR EACH VACANT PROPERTY SHALL BE VALID FOR ONE YEAR FROM THE DATE OF REGISTRATION, AND SHALL BE RENEWED ANNUALLY THEREAFTER UNTIL THE PROPERTY IS NO LONGER A VACANT PROPERTY.

D. REQUIREMENT TO KEEP INFORMATION CURRENT—REMOVAL FROM THE VACANT PROPERTY REGISTRY.

- (1) IF AT ANY TIME THE INFORMATION CONTAINED IN THE RESPONSIBLE PARTY'S VACANT DISTRESSED PROPERTY REGISTRATION OR THE OWNER'S VACANT PROPERTY REGISTRATION FORM IS NO LONGER VALID, THEN THE RESPONSIBLE PARTY OR OWNER, AS APPLICABLE, HAS 15 DAYS TO FILE A NEW FORM CONTAINING VALID, CURRENT INFORMATION. THERE SHALL BE NO FEE TO UPDATE AN EXISTING REGISTERED RESPONSIBLE PARTY'S OR OWNER'S CURRENT INFORMATION.
- (2) SHOULD A VACANT PROPERTY BECOME OCCUPIED AT ANY TIME AFTER REGISTRATION, THEN THE RESPONSIBLE PARTY OR OWNER, AS APPLICABLE, SHALL FILE AN AMENDED REGISTRATION FORM WITHIN 15 DAYS OF OCCUPANCY NOTIFYING THE CITY OF SUCH OCCUPANCY ALONG WITH CORROBORATING DOCUMENTATION AND REQUESTING THAT THE PROPERTY BE REMOVED FROM THE VACANT PROPERTY REGISTRY. THE CITY SHALL REMOVE SUCH PROPERTY FROM THE REGISTRY WITHIN 30 DAYS OF THE FILING OF THE AMENDED REGISTRATION FORM, UNLESS THE CITY DETERMINES THAT THERE IS EVIDENCE OF VACANCY AND REASON TO BELIEVE THAT THE PROPERTY IS VACANT AND SUBJECT TO REGISTRATION.

E. WAIVER.

- (1) A WAIVER, IN WHOLE OR IN PART, OF THE VACANT PROPERTY REGISTRATION FEE MAY BE GRANTED BY THE PUBLIC SERVICES DIRECTOR BASED ON PROOF OF HARDSHIP. A HARDSHIP EXISTS WHEN THE VACANT PROPERTY IN THE CITY IS THE RESULT OF AN

ACT OF GOD, SUCH AS FLOODING, OR OTHER ONE-TIME EVENT OR SPECIAL CIRCUMSTANCE, SUCH AS ILLNESS (WITH SUBMITTAL OF MEDICAL RECORDS SIGNED BY A MEDICAL DOCTOR) OR DEATH (WITH SUBMITTAL OF A DEATH CERTIFICATE), OR MOVE TO A RETIREMENT OR ASSISTED-LIVING FACILITY. THE WAIVER REQUEST SHALL BE SUBMITTED WITHIN 30 DAYS OF THE PROPERTY BECOMING VACANT. A DENIAL OF A WAIVER MAY BE APPEALED TO THE CITY MANAGER, WHOSE DECISION SHALL BE FINAL.

§ 180-4. EXCEPTIONS TO VACANT PROPERTY REGISTRATION.

NO REGISTRATION OF A VACANT PROPERTY IS REQUIRED WHEN:

- A. PARCEL IS FOR SALE. SIX MONTHS OF EXEMPTION IS PROVIDED FOR PROPERTIES ACTIVELY LISTED WITH EXEMPTION EXTENDIBLE FOR AN ADDITIONAL SIX MONTHS UPON A SHOWING THAT THE PROPERTY REMAINS ACTIVE FOR SALE.
- B. PARCEL IS IN ACTIVE DEVELOPMENT/REDEVELOPMENT, AS SHOWN BY ACTIVE BUILDING PERMITS (PERMITS ISSUED WITHIN 6 MONTHS, VISIBLE CONSTRUCTION PROGRESS), IN PROCESS DETAILED SITE PLAN, OR OTHER OFFICIAL FILINGS.
- C. OWNER HAS THE INTENT TO RETURN TO OCCUPY THE PROPERTY AND HAS PROVIDED THE CITY WITH AN ANTICIPATED TIMETABLE FOR OCCUPANCY.
- D. STUDENTS/RESIDENTS ARE AWAY FOR THE SUMMER/WINTER WITH INTENT TO RETURN.
- E. GOVERNMENTAL OR JUDICIAL ACTION THAT PREVENTS OCCUPANCY THAT INCLUDES, BUT IS NOT LIMITED TO: CODE VIOLATION, STOP WORK ORDER, FORECLOSURE, COURT ORDER, PROBATE.
- F. PROPERTY HAS NEVER BEEN GRADED OR CLEARED OF NATURALLY OCCURRING VEGETATION.
- G. MULTIFAMILY RESIDENTIAL PROPERTIES COMPRISED OF TWO (2) OR THREE (3) DWELLING UNITS AND AT LEAST ONE (1) DWELLING UNIT IS OCCUPIED.
- H. MULTIFAMILY RESIDENTIAL PROPERTY COMPRISED OF FOUR (4) OR MORE DWELLING UNITS WITH AN OCCUPANCY RATE ABOVE 25%.

§ 180-5. VIOLATIONS AND PENALTIES.

- A. ANY PERSON VIOLATING ANY OF THE PROVISIONS OF THIS CHAPTER SHALL BE GUILTY OF A MUNICIPAL INFRACTION, SUBJECT TO THE PENALTY PROVIDED IN CHAPTER 110, FEES AND PENALTIES, OF THIS CODE.

- B. EVERY THIRTY-DAY PERIOD DURING WHICH A VIOLATION OF THIS CHAPTER CONTINUES SHALL CONSTITUTE A SEPARATE MUNICIPAL INFRACTION.
- C. THE REGISTRATION OF A VACANT BUILDING SHALL NOT PRECLUDE ACTION BY THE CITY TO FORCE REPAIR OF THE BUILDING OR TO INITIATE CONDEMNATION AND DEMOLITION OF THE BUILDING PURSUANT TO OTHER PROVISIONS OF THIS CODE OR OTHER LAW.
- D. FEES AND PENALTIES ESTABLISHED IN THIS CHAPTER, WHICH ARE NOT PAID AS REQUIRED THEREIN SHALL BE INCLUDED IN THE NONPAYER’S REAL PROPERTY TAX BILL AND SHALL BE COLLECTED AS CITY TAXES ARE COLLECTED, AND THE CHARGES SHALL BE DUE AND PAYABLE AT THE TIME OF PAYMENT OF THE TAX BILL. IN THE CASE OF A MUNICIPAL INFRACTION, THE FINE SHALL NOT BE DEEMED DUE AND OWING THE CITY UNTIL SUCH TIME AS A JUDGMENT OR ORDER THEREFORE IS ISSUED BY A COURT OF COMPETENT JURISDICTION. SUCH CHARGES SHALL CONSTITUTE A LIEN ON THE NONPAYER’S REAL PROPERTY.

Section 2. BE IT FURTHER ORDAINED AND ENACTED, by the Mayor and Council of the City of College Park, Maryland, that Chapter 110, “Fees and penalties,” § 110-1, “Fees and interests,” be and it is hereby, repealed, re-enacted to read as follows:

Chapter/Section	Description	Fee/Interest
	* * * *	
Ch. 180, VACANT PROPERTY		
§ 180-3		
	VACANT PROPERTY REGISTRATION FEE	\$25

Section 3. BE IT FURTHER ORDAINED AND ENACTED, by the Mayor and Council of the City of College Park, Maryland, that Chapter 110, “Fees and penalties,” § 110-2, “Penalties,” be and it is hereby, repealed, re-enacted to read as follows:

Chapter/Section	Description	Fee/Interest
	* * * *	
Ch. 180, VACANT PROPERTY		

§ 180-5

FAILURE TO REGISTER VACANT PROPERTY	\$500
EACH ADDITIONAL 30 DAYS	\$1,000

BE IT FURTHER ORDAINED AND ENACTED by the Mayor and Council of the City of College Park that, upon formal introduction of this proposed Ordinance, which shall be by way of a motion duly seconded and without any further vote, the City Clerk shall distribute a copy to each Council member and shall maintain a reasonable number of copies in the office of the City Clerk and shall publish this proposed ordinance or a fair summary thereof in a newspaper having a general circulation in the City of College Park together with a notice setting out the time and place for a public hearing thereon and for its consideration by the Council. The public hearing, hereby set for ____ on the __ day of _____, 2025, shall follow the publication by at least seven (7) days, may be held separately or in connection with a regular or special Council meeting and may be adjourned from time to time. All persons interested shall have an opportunity to be heard. After the hearing, the Council may adopt the proposed ordinance with or without amendments or reject it. As soon as practicable after adoption, the City Clerk shall have a fair summary of the Ordinance and notice of its adoption published in a newspaper having a general circulation in the City of College Park and available at the City's offices. This Ordinance shall become effective on _____, 2025 provided that a fair summary of this Ordinance is published at least once prior to the date of passage and once as soon as practical after the date of passage in a newspaper having general circulation in the City.

INTRODUCED by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the ____ day of _____ 2025.

ADOPTED by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the _____ day of _____ 2025.

EFFECTIVE the _____ day of _____, 2025.

ATTEST:

**THE CITY OF COLLEGE PARK,
MARYLAND**

By: _____
Yvette Allen, CMC, City Clerk

By: _____
Fazlul Kabir, Mayor

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

By: _____
Stephanie P. Anderson, City Attorney



Resolution 26-01
Changes to the City's Personnel Policy:
Training Repayment & Retention Policy

Effective: August 20, 2025

A RESOLUTION OF THE CITY COUNCIL OF NEW CARROLLTON TO AMEND THE CITY PERSONNEL POLICIES TO INCLUDE THE EMPLOYEE TRAINING REPAYMENT AND RETENTION POLICY

WHEREAS, §23-6 of the New Carrollton City Code (“Personnel Policies”) requires the City Council to adopt, by resolution, personnel policies and procedures and to amend them as necessary; and

WHEREAS, the Director of Human Resources has reviewed the City’s training and development procedures and recommend the adoption of a new Employee Training Repayment and Retention Policy, as outlined in Exhibit A; and

WHEREAS, the purpose of this policy is to ensure the City receives a return on investment for City-funded employee training, education, or certification programs by requiring employees to remain employed for a designated period following the completion of such programs; and

WHEREAS, the policy applies to all full-time and part-time employees who participate in City-funded training that exceeds a cost of \$500 and establishes clear terms for retention, repayment, and authorization; and

WHEREAS, the City Council finds that implementing this policy promotes responsible stewardship of public resources and supports long-term employee development.

NOW, THEREFORE, BE IT RESOLVED by the City Council of New Carrollton that the City Personnel Policies are hereby amended to include the Employee Training Repayment and Retention Policy, as set forth in Exhibit A.

ADOPTED AND ENACTED BY THE CITY COUNCIL OF NEW CARROLLTON THIS 20TH DAY OF AUGUST 2025.

Attest:

Kaitlyn Schisler
City Clerk

Duane Rosenberg, Council Chair

Date: _____

Approved for legal sufficiency:

Approved:

Jason A. DeLoach, Esq., City Attorney

Phelecia E. Nembhard, Mayor

Date: _____

Exhibit A- Employee Training Repayment and Retention Policy

Purpose

This policy establishes the requirement for employees to remain employed with the City of New Carrollton for a specified period following the completion of City-funded training, education, or certification programs.

Scope

This policy applies to all full-time and part-time employees participating in training, education, and certifications funded by the City of New Carrollton.

Policy Statement

The City of New Carrollton values employee development and invests in training programs that enhance employees' skills and qualifications. To ensure a return on this investment, employees who participate in City-paid training costing \$500 or more, are required to remain employed for **at least one (1) year** following the completion of the training, education, or certification.

Terms and Conditions

1. Retention Requirement

Employees must remain actively employed by the City of New Carrollton for a minimum of twelve (12) months after the completion date of any paid training, education, or certification program.

2. Repayment Obligation

- If an employee voluntarily resigns or is terminated for cause before completing the one-year retention period, the employee agrees to reimburse the City of New Carrollton for a pro-rata share of the training costs.
- The repayment amount will be calculated based on the remaining months of the one-year period.
- Example: If an employee resigns six (6) months after training, they will be required to repay 50% of the training costs.

3. Authorization

Employees must sign a **Training Repayment Agreement** before attending any approved training, education, or certification program, acknowledging their understanding and acceptance of this policy.

4. Exceptions

Repayment may be waived at the City's sole discretion in exceptional circumstances (e.g., layoffs, medical separation, mutual agreement).

5. Payroll Deduction Authorization

Upon termination, the repayment amount will be deducted from the employee's final paycheck, subject to applicable federal and state laws. If the final paycheck does not cover the amount owed, the employee must arrange alternative repayment with the City of New Carrollton.

Effective Date

This policy is effective as of August 20, 2025 and applies to all training, education, and certification programs approved and funded after this date.

Employee Training Repayment Agreement

This Training Agreement ("Agreement") is entered into by and between **The City of New Carrollton** and **[Employee Name]** ("Employee") as of **[Date]**.

1. Purpose

The City of New Carrollton agrees to fund and/or reimburse the Employee for training, certification, or educational programs intended to enhance the Employee's skills and job performance. This Agreement outlines the terms under which the Employee must remain employed following completion of the training.

2. Training Details

- **Training Program Title:** [Insert Training Program Name]
- **Provider/Institution:** [Insert Provider Name]
- **Training Dates:** [Insert Training Start and End Dates]
- **Training Costs Covered:** [Insert Total Cost or Estimated Cost]

3. Retention Requirement

In consideration of The City of New Carrollton's investment in the Employee's professional development, the Employee agrees to remain employed with the City for a minimum of **one (1) year** following the date of completion of the above referenced training.

4. Repayment Obligation

If the Employee voluntarily resigns or is terminated for cause before fulfilling the one-year service requirement:

- The Employee agrees to repay the City of New Carrollton a **pro-rata share** of the total training costs.
- Repayment will be based on the number of months remaining in the one-year period. (Example: If six (6) months remain, the Employee owes 50% of the training costs.)

5. Repayment Procedure

- The Employee authorizes The City of New Carrollton to deduct any repayment amount owed from their final paycheck, subject to applicable laws.
- If the final paycheck is insufficient to cover the amount owed, the Employee agrees to repay the balance within sixty (60) days following termination.
- If necessary, a written repayment schedule may be established between The City of New Carrollton and the Employee.

6. Exceptions

The City of New Carrollton reserves the right to waive repayment obligations in whole or in part at its sole discretion under exceptional circumstances (e.g., layoffs, medical conditions).

7. General Provisions

- This Agreement constitutes the entire understanding between the parties and supersedes any prior discussions or agreements regarding training repayment.
- This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland.
- Any amendments or modifications to this Agreement must be in writing and signed by both parties.

Employee Acknowledgment

I, **[Employee Name]**, have read, understand, and agree to the terms outlined above. I acknowledge that I have had the opportunity to ask questions and seek clarification regarding this Agreement.

Signature of Employee

Date



Ordinance 26-03
An Ordinance Amending Ch. 41 of
New Carrollton Code to Provide
Waiver of Permit Fees Under
Certain Conditions
Effective: September 9, 2025

AN ORDINANCE AMENDING CHAPTER 41 OF THE NEW CARROLLTON CITY CODE TO PROVIDE FOR A WAIVER OF PERMIT FEES FOR HOME MODIFICATIONS UNDER CERTAIN CONDITIONS.

WHEREAS, the City of New Carrollton recognizes the importance of home modifications that allow individuals with disabilities and older adults “aging in place” to enhance safety, accessibility, and comfort in their residence; and

WHEREAS, the City seeks to reduce barriers for individuals living with disabilities (a physical or mental impairment that substantially limits one or more activities of daily living), and ensure accessible housing in our community; and

WHEREAS, the Fair Housing Act and Americans with Disabilities Act protect tenants from housing discrimination based on disability and require landlords to make reasonable accommodations and allow necessary modifications at the tenant’s own expense; and

WHEREAS, the City wants to support the concept of “aging in place” because it enables older adults to preserve their independence and autonomy by staying in their own homes and communities; and

WHEREAS, it is in the interest of the public health, safety, and welfare to support measures that promote accessibility and aging in place,

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NEW CARROLLTON, MARYLAND, that Chapter 41 “Building Construction” is hereby amended to add a new Section “Waiver of Permit Fees for Home Modifications” as follows:

§ 41-10. WAIVER OF PERMIT FEES FOR HOME MODIFICATIONS.

A. PERMIT FEE WAIVER: ANY HOMEOWNER OR TENANT SEEKING TO MAKE HOME MODIFICATIONS IN THEIR RESIDENTIAL PROPERTY TO IMPROVE ACCESSIBILITY AND/OR ALLOW FOR AGING IN PLACE SHALL BE ELIGIBLE FOR A WAIVER OF ALL PERMIT FEES ASSOCIATED WITH THE REQUIRED PERMITS FOR SUCH IMPROVEMENTS, AS LONG AS THEY ARE AN INDIVIDUAL WITH A DISABILITY OR A PERSON OVER 60 YEARS OF AGE.

B. ELIGIBILITY REQUIREMENTS:

- AT THE TIME OF PERMIT APPLICATION, THE APPLICANT MUST SUBMIT THE WAIVER REQUEST AND PROVIDE:
 - PROOF OF DISABILITY (I.E., DOCUMENTATION FROM A GOVERNMENT AGENCY, LETTER FROM A LICENSED MEDICAL PROFESSIONAL); OR
 - A NOTARIZED STATEMENT UNDER THE PENALTIES OF PERJURY, FROM THE INDIVIDUAL WITH A DISABILITY OR A PERSON OLDER THAN 60 YEARS OF AGE, DESCRIBING HOW THE HOME MODIFICATIONS WILL IMPROVE THE SAFETY, ACCESSIBILITY, AND COMFORT IN THEIR RESIDENCE. (NOTARY SERVICES ARE AVAILABLE FREE OF CHARGE AT THE NEW CARROLLTON MUNICIPAL CENTER.)

C. SCOPE OF IMPROVEMENTS: THE FOLLOWING TYPES OF IMPROVEMENTS MAY QUALIFY FOR THE PERMIT FEE WAIVER:

- ENTRY AND EXIT IMPROVEMENTS
- BATHROOM MODIFICATIONS
- KITCHEN ADJUSTMENTS
- LIVING SPACE ENHANCEMENTS
- SAFETY FEATURES IN THE PROPERTY
- FLOORING (INTERIOR AND EXTERIOR)
- ANY OTHER IMPROVEMENTS DEEMED NECESSARY FOR ACCESSIBILITY, SAFETY, OR COMFORT BY THE INDIVIDUAL WITH A DISABILITY OR THE OLDER ADULT LIVING IN THE PROPERTY.

D. APPLICATION PROCESS: THE APPLICANT SHALL COMPLETE THE “PERMIT FEE WAIVER REQUEST,” PROVIDE REQUIRED DOCUMENTATION, AND SUBMIT IT TO THE CITY’S CODE ENFORCEMENT DEPARTMENT, ALONG WITH ALL OTHER REQUIRED DOCUMENTS FOR THE PERMIT.

E. LIMITATIONS: THIS WAIVER APPLIES ONLY TO PERMIT FEES AND DOES NOT NEGATE COMPLIANCE WITH ALL OTHER APPLICABLE CODES AND REGULATIONS.

SECTION 2. SEVERABILITY

If any provision of this ordinance is held to be invalid, illegal, or unenforceable, the remaining provisions shall continue in full force and effect.

SECTION 3. EFFECTIVE DATE

This ordinance shall take effect on September 9, 2025.

Enacted this 20th day of August, 2025. By order of the City Council of New Carrollton, Maryland.

Attest:

Kaitlyn Schisler
City Clerk

Duane Rosenberg, Council Chair

Date: _____

Approved for legal sufficiency:

Jason A. DeLoach, Esq., City Attorney

Approved:

Phelecia E Nembhard, Mayor

Date: _____



Advocacy Plan and Timeline

FY2024-2026

The recently concluded legislative session proved to be one of the most challenging in recent memory. A confluence of economic constraints, shifting political alliances, and the slow trickle of federal support created a complex environment for advancing local priorities. Despite our persistent efforts, many jurisdictions—the City of New Carrollton included—found themselves grappling with a constrained funding landscape and competing interests at the state level.

Notably, the federal government’s continued gridlock and inaction on key municipal support programs have had a cascading effect. State allocations for infrastructure, public safety, and community development remain stagnant or inconsistently distributed. While this has introduced headwinds, it also underscores the importance of sharpening our strategy and deepening our presence within regional economic and workforce infrastructure.

Looking ahead, we remain optimistic. The upcoming County- and State-wide election cycles, set to begin taking shape within the next 3–6 months, present both a challenge and a critical window of opportunity. Several key seats are poised for turnover, and the shifting political landscape will reshape decision-making power at the Prince George’s County and Maryland General Assembly levels. Now is the time for the City of New Carrollton to solidify relationships with newly appointed or emerging leaders, ensuring that the City is viewed as a partner and a proactive collaborator on key policy issues.

To that end, we recommend a deliberate and sustained engagement strategy with the new County leadership—starting now. This includes targeted outreach, briefings, participation in policy roundtables, and aligning our messaging with regional priorities such as housing affordability, transit-oriented development, and infrastructure resilience.

In summary, while this past session presented notable limitations, it also revealed the strategic importance of positioning the City of New Carrollton early in the next political cycle. With sustained advocacy and relationship-building, G.S. Proctor & Associates is well-positioned to guide and assist the City in amplifying its voice and drive tangible results in the coming years.

Timing	Activity	Lead
On-going	<p>Identify and recruit (external) City of New Carrollton Community Advocates, Champions, Partners, and Influencers (make a list and review quarterly)</p> <ul style="list-style-type: none"> ● Include groups such as Prince George’s Chamber of Commerce, P3 community, Public Safety and non-profit organizations. ● Engage throughout the year and monthly; they are your voice. ● Develop a communications cycle and tool to keep them informed and recognize them, when possible. ● Form an Advisory Board for the City Expansion Plan as an advocate. <p>Join the Chamber and other natural partners to be seen in the community as a player.</p>	Mayor, CAO
On-going	<p>Invite elected officials to appropriate City of New Carrollton events and provide opportunities for them to give remarks; follow up with thank you notes. (Prioritize Congressional and State level leadership).</p> <p>Provide partnership opportunities for events and efforts for joint community benefit.</p> <p>Create an effective “draw in” to get them there.</p>	Mayor Nembhard Director of Outreach and Communications
On-going	<p>Identify (internal) “CHAMPIONS ” within the municipality (who knows whom), volunteers, staff, who can approach various elected officials and develop relationships. Make assignments for events when electeds are present.</p> <p>Assign “Champions” to get to know their city elected officials.</p> <p>Send regular coordinated communication to Legislators, Influencers, Advocates, sharing the events happening for the upcoming month.</p>	Director of Communications City Manager

On-going	Have City of New Carrollton leadership strategically attend other regional events year-round to demonstrate support and advocate for the region and to get to know Prince George's County's stakeholders	Mayor and select City Administration Staff
On-going	Develop Community “key messaging” regarding key funding needs and City of New Carrollton's impact on the region communicated in newsletters and social media posts. Identify opportunities to share info and messaging.	Mayor Nembhard and designated City of New Carrollton Staff
On-going	Stay active on news/social media platforms. Strategically connect with Influencers and Legislators. Tag strategically.	Director of Communications
On-going	Use social media to advance advocacy efforts with Impact Statements - # of attendees, #served, #diverse, days open, facility used by diverse groups.	City Manager
On-going	Schedule monthly or quarterly lunches with District 22 Delegation and Staffers	Mayor and City Manager
On-going	Review Prince George's County Delegation agendas for any insight, information, partnerships and funding.	Mayor Nembhard and City Manager
On-going	Assist City of New Carrollton with annexation efforts. We will continue to reach out to potential annexation candidates (land owners and tenants) and adjust outreach efforts, accordingly.	G.S. Proctor ??

Beginning of Contract - September 2024

Nov. / Dec. 2023	Begin formulating major funding needs and outreach plans for the upcoming fiscal year.	Mayor and City Administrator
	Developed and delivered key talking points for each project for elected officials (Sen. Washington, Delegate Martinez, Delegate Nealy, and Delegate Williams)	GSP / CoNC Leadership
	Schedule visits with Influencers, staffers, and legislators to discuss achievements, annual report outcomes, etc., and your upcoming new initiatives. Incorporate community users in conversations and to tell the stories of impact.	City of New Carrollton Leadership
	Develop a corps of “New Carrollton Community Champions” who can assist in various advocacy efforts. Can be donors, community visitors, partners, etc. These folks are passionate about the City and your mission.	Mayor Nembhard and City Leadership
	Develop your legislative agenda, including the LBI request, and meet with the District 22 Delegation to discuss projects and needs. Reach out to EDD, Tourism, Deputy Administrator to discuss any Calvert County State legislative proposals, projects, or budget requests.	GSP, Mayor and City Leadership
August	MML and MACo Conferences (particularly GSP’s Event.) All elected officials attend for week-long activities and meetings. Be a player.	Mayor and City Leadership
August / September	G.S. Proctor provided extensive support for programs in the City, mainly community guests for the Senior Fridays Initiative .	

October 2024 – December 2024

October	G.S. Proctor assisted and lent technical expertise in the City’s effort to conduct a data survey during the Annual New Carrollton Day festival to assess the temperature of residents on key issues in the City. At the conclusion of the project, GSP conducted an “open house” to determine additional insights from findings.	
November / December	Conversations initiated with Secretary Jake Day regarding the possibilities of annexation . Continued conversations with Mayor Dodro, CAO. and G.S. Proctor & Associates over the next 4 months.	
	Schedule one-on-one meetings with Legislators to discuss agenda and LBI requests – try to get them on campus.	
	Submit LBI Requests and any legislation.	
	Canvassed apartment complexes that were designated annexation candidates to initiate conversations and determine likelihood of success and progression timelines.	

January – March 2025

January 2025	First day of the Legislative Session of the Maryland General Assembly.	
	GSP monitors pre-filed legislation that could impact the City of New Carrollton on a daily basis.	
	GSP navigates the LBI process (January through April).	
	GSP set meetings for the City of New Carrollton Leadership to visit Legislators at their offices in Annapolis.	
	GSP will notify the City of New Carrollton of any special Arts Days to participate in.	
	GSP to schedule any committee hearing testimony.	

	GSP to invite the City of New Carrollton Leadership to Appropriations Committee Dinner with Committee members on January 9th.	
	GSP to invite the City of New Carrollton Leadership to Delegation Dinner with Delegates and Senators.	
February	Arrange a Delegation Lunch Briefing in Annapolis (potential) and invited New Carrollton to attend.	
February/- March	GSP scheduled one-on-one visits with Delegation members in Annapolis.	

April – June 2025		
April	Continued meeting with elected officials behind the scenes relating to the budget requests (LBIs).	
April 7th	Last day of the 2025 Legislative Session of the Maryland General Assembly.	
	Attend County budget hearings— City of New Carrollton Visitors and Champions and City Leadership.	
	Send thank you letters after the Legislative Session (Delegation and County) and invite them to any upcoming events.	
June / July	Coordinated with Council Chair and Vice Chair regarding City priorities and began outreach for upcoming meetings in August and September.	
	Monitored Federal, State and Local sources for potential grant opportunities in the key strategic areas for the City of New Carrollton, specifically housing and public safety.	

Engagement Agreement

This AGREEMENT is made this 3rd day of November, 2023, between G.S. Proctor & Associates, Incorporated, a Maryland corporation, and G.S. Proctor, individually ("Proctor") and City of New Carrollton ("Client") located at 6016 Princess Garden Parkway, New Carrollton, Maryland 20784.

Recitals

Proctor is a regulated state lobbyist licensed by the Maryland Ethics Commission in accordance with applicable law.

Proctor also acts as a local lobbyist before the Prince George's County Council.

Client wishes to engage the services of Proctor, as an independent contractor and not an employee of Client, to render services on behalf of Client on the terms and conditions set forth below and Proctor has agreed to be so retained.

Now, therefore, in consideration of the mutual promises herein contained and for other considerations, the receipt and sufficiency of which are acknowledged, Client hereby retains Proctor and Proctor agrees to act as its representative in connection with the services set forth below.

1. Proctor shall perform the following services on behalf of Client: **IF NO LOBBYING IS CONTEMPLATED, GO TO 1(d).**

(a) Register as a lobbyist on behalf of Client with the Prince George's County Ethics Commission or Maryland State Ethics Commission as applicable and file such reports as are required by and otherwise conduct itself in accordance with applicable law.

(b) To the best of its ability, lobby on behalf of Client before the Maryland General Assembly or Executive Branch or Prince George's County Council as directed from time to time by Client in relation to the following matters: **See Scope of Work** or such other matters as may be subsequently designated by client in writing and agreed to by Proctor.

(c) Assist in the preparation and presentation of information to the branch of local or state government being lobbied, if any, and speak at legislative and other hearings, as necessary.

(d) If no formal lobbying is contemplated, Proctor shall perform the following services as a

representative of Client:

See Scope of Work

(e) Consult and communicate with Client, through its designated representatives, on a regular basis.

2. G.S. Proctor, as principal officer of Proctor, will have primary responsibility for representation of Client in the above-specified matters, however, it is agreed that other employees of Proctor may be utilized as, in the reasonable judgment of G.S. Proctor, are required to provide the most beneficial service to Client.

3. Client agrees to promptly complete, execute and return to Proctor such forms as may be required to be filed with the branch of government being lobbied or otherwise dealt with by Proctor.

4. Unless terminated in accordance herewith, the term of this Agreement shall commence as of **November 1, 2023, terminating on October 31, 2024, with an automatic renewal, and a six (6) percent increase.** Client agrees to pay Proctor for the services to be rendered payable as follows:

- **\$2,500.00** in advance on the 1st (first) of each month unless and until such relationship is terminated, in which event payments shall be prorated through the date of termination. Client is not in any way paying Proctor on a contingent fee basis and Proctor acknowledges that he is not and cannot be paid on a contingent fee basis.

5. Proctor represents that in no event shall it, its officers, directors, or employees be directly or indirectly involved concerning competing or contrary positions upon the same matter at the same time and in no event shall any information confidentially disclosed by Client to Proctor be used to benefit or discussed with any person other than Client or its attorneys or other representatives. **Either Proctor or Client may, for any or no reason, terminate this Agreement at any time upon 30 days' prior written notice.**

6. This Agreement is not assignable.

7. It is expressly agreed that any amount unpaid after thirty (30) days will bear interest at the rate of one percent (1%) per month from the billing date, which is the equivalent of twelve percent (12%) per annum.

8. In the event of litigation involving this Agreement, the parties: consent to the jurisdiction in the Circuit Court for Prince George's County; and the appellate courts of Maryland; agree that the laws of the State of Maryland shall govern; and further agree that the substantially non-prevailing party, as determined by a Court, shall be responsible for the payment of all costs of litigation of the prevailing party, including but not limited to reasonable legal fees.

9. The terms of this Agreement are confidential and shall not be disclosed except as mutually agreed by the parties or as ordered by a court.

10. This instrument contains the entire Agreement between the parties concerning the subject matter hereof. All previous negotiations, statements, and preliminary instruments by the parties or their representatives are merged into this Agreement. Neither party shall be bound by any terms, conditions, statements, or representations, oral or written, not herein contained. Each party hereby acknowledges that in executing this Agreement that have not been induced, persuaded, or motivated by any promise or representation made by the other, unless expressly set forth herein.

11. The parties warrant full authority to execute this Agreement.

AGREED this 3rd day of November, 2023.

G.S. PROCTOR & ASSOCIATES, INC. CITY OF NEW CARROLLTON

By: 
Gregory S. Proctor, Jr.
President & CEO

By: 
Katrina R. Dodro
Mayor

City of New Carrollton RFP-NC-2025-13 Request for Mahoney Woods Amphitheater Proposal
Bid Opening

Thursday, May 15, 2025 at 2:00 p.m.

<u>Company Name & Address</u>	<u>Bid Amount</u>	<u>Company Representative</u>	<u>Date & Time Submitted</u> 1 Original, 2 Copies	<u>Notes</u> <u>Enter pertinent information and cost. Look at scope of work</u>
CAPITAL Construction Group 3321 12th Street NE Suite 3 Washington, DC 20017-4008	\$495,514.00	Reginald Herndon General Manager rherndon@ccg-wdc.com.	5/15/25 1:55pm	-Stage Area \$169,379 -Amphitheater Structure \$117,746 -Accessibility \$115,393 -Access \$92,996 Grand Total \$495,514
County Welding, LLC 15873 Commerce Court Upper Marlboro, MD 20774 (240) 714-5208	\$229,221.00	Trevor Ramoutar President, trevor@weldingdc.com	5/15/25 9:34AM	Stage Area \$65,928.00 Miscellaneous \$19,800.00 Accessibility \$54,183.00 Access \$89,310.00 Grand Total \$229,221.00



C O U N T Y
WELDING

15873 Commerce Court, Upper Marlboro, MD 20774
Tel: 240-882-5617 Office: 240-714-5208 Fax: 240-714-5209

6/June/2025

City of New Carrollton
Mr. Quentin Dawson, Procurement
6016 Princess Garden Parkway
New Carrollton, MD 20784

RE: Mahoney Woods Amphitheater Proposal

Mr. Dawson,
County Welding, LLC is pleased to provide our design build proposal for the above referenced project. We acknowledge Addendum #1.

We look forward to working with the city on this project.

If you have any questions or need additional information, please do not hesitate to contact me at trevor@weldingdc.com.

Thank you.

Trevor Ramoutar
President, County Welding, LLC



DAVID ICENHOWER **Project Manager**

Education

Northern High School, High School Diploma - 2002
40-Hour Construction Project Management Accelerated Program at PGCC - 2012

Years of Experience

14 years

Certifications

USACE Quality Management for Contractors Certified
OSHA 30-Hour Occupational Safety and Health
Certified in Adult CPR and First Aid

Profile

Mr. Icenhower has over 14 years' experience in the construction industry and has proven to be very effective in the daily administration, management and facilitation of construction projects, from preconstruction to final close-out. His former experience with other trades, and continuing education makes him well suited for this position.

Experience

Project Manager, County Welding, LLC

11/24 to Current

Mr. Icenhower serves as Project Manager on our General Construction side and is responsible for owner/architect correspondence, RFIs, scheduling, subcontract purchase, award and administration, shop drawings/submittals, claims avoidance and resolution, cost control, monthly reports, change order and submittal review, Owner meetings, progress meetings, contract close-out, warranty work, quality control and safety

- **Shifflett Properties Design Build Accounting Office**

Mr. Icenhower served as the Project Manager for this Design build project with a modular 12' x 22' office space with associated earthwork, exterior improvements, concrete walkways and electrical.

- **Fairfax County Park Pavillion**

Design build project with a 20' x 30' covered pavilion with associated earthwork, exterior improvements, concrete walkways and electrical.

Project Manager, Rich Moe Enterprises, LLC

10/09 to 11/24

As Project Manager he has proven very effective in the daily administration, management, and facilitation of RME's construction projects, from preconstruction to final close-out. His specific duties include owner/architect correspondence, RFIs, scheduling, subcontract purchase, award and administration, shop drawings/submittals, claims avoidance and resolution, cost control, monthly reports, change order and submittal review, Owner meetings, progress meetings, contract close-out, warranty work, quality control and safety.



DAVID ICENHOWER

Project Manager

- **Courthouse Cafeteria Renovation**

Mr. Icenhower served as the Project Manager to renovate this 13,540 sf existing Cafeteria in the Prince George's County Courthouse. The Cafeteria is an existing open 2-story space, connected by (2) sets of stairs, however, this project removed (1) set of stairs, and replaced them w/ an Electric Traction Passenger Elevator as necessary to connect the 2 stories. The general intent of this project was to demolish the existing kitchen, dining area, serving lines, dishwashing room & equipment, bathrooms, storage rooms, office areas, staircase, kitchen equipment, flooring, wall & ceiling finishes, etc., remove/replace existing rooftop HVAC equipment (RTU-2, MAU-1, exhaust fans, etc.), remove/replace existing kitchen exhaust hoods and provide new updated Design/Layout, Equipment, & Finishes throughout the space as to modernize and provide efficient functionality for the End User and their customers (Building Staff). The Mechanical, Plumbing, & Electrical Infrastructure was renovated to meet the new Design and Building Codes. The Sprinkler System was renovated to match the new layouts, and a new Fire Alarm System was installed to meet current Building Codes.

Superintendent, Rich Moe Enterprises, LLC

7/07 to 10/09

As Superintendent, Mr. Icenhower was responsible for all field activities, including day-to-day subcontractor scheduling and on-site coordination, RFIs, shop drawings/submittals, claims avoidance and resolution. He also has the task of project close-out, ensuring all punch list items are taken care of on a timely basis and to the satisfaction of the client.

Construction Foreman, Shelton Construction

1/05 to 7/07

Responsible for all types of carpentry involving a wide range of construction materials and equipment. Communicate with team members to identify and complete project objectives on schedule.

Carpenter, Stallings National Enterprises, Inc.

8/03 to 1/05

Gained valuable knowledge in building industry operations as an employee for a full service residential developer. Consistently met strict time constraints/deadlines. Applied skills and knowledge to complete a broad range of construction phases from project initiation through completion of residential restoration.

HVAC Technician, Premaire Home Services

07/02 to 08/03

Responsible for installation of HVAC ductwork, routing of refrigerant and suction line sets, conserve, install, & recycle CFC refrigerants, installation of electrical connections to HVAC components.

Painter, Century Painting

01/01 to 06/02

Acquired a deep proficiency in applying coating materials and paint by cutting in, rolling, brushing out, and spraying. Consistently met the project schedule.



SUBCONTRACTOR LIST

County Welding, LLC will self-perform all work on this project.





PROJECT UNDERSTANDING

County Welding, LLC is pleased to provide the attached concept drawing of our design and also the concept Amphitheater drawings.

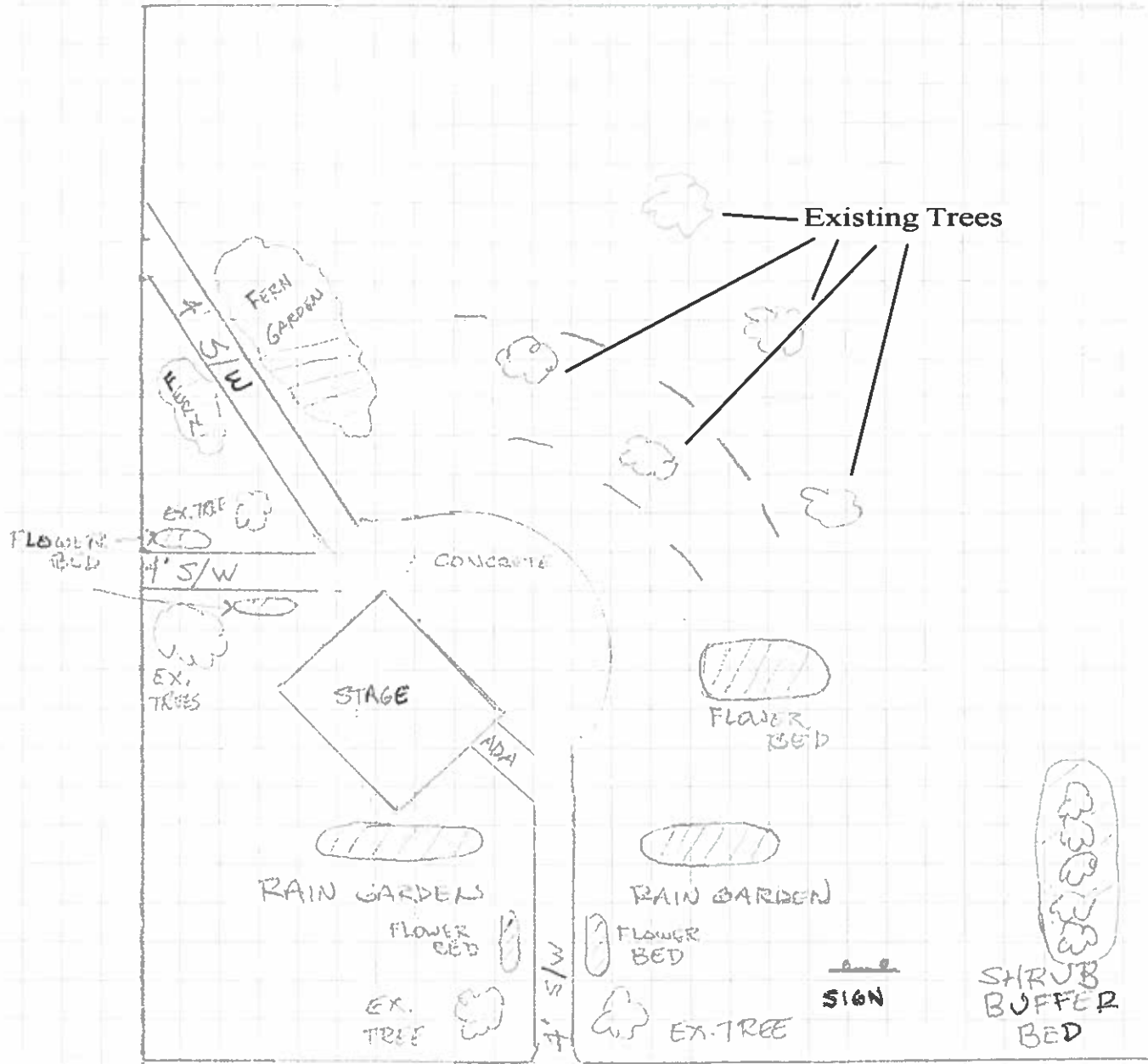
In order to meet the city's budget, County Welding, LLC proposes a concrete slab raised 4"-8" taking advantage of the sites natural slope and keep costs within your budget. We have also kept the earthwork disturbance under 5000 sf, to avoid DPIE involvement.

We have included three concrete walkways for one ADA access, rain garden for storm water management, benches, gardening beds, signature pad and landscaping with all existing trees to remain.

Scope of Work

The Contractor shall perform the following services in accordance with the terms of this agreement:

- Install Stone Construction Entrance (SCE).
- Import and place 60 cubic yards of fill material in 8-inch compacted lifts.
- Excavate and install 60 linear feet of 1.5-inch PVC conduit for electrical routing.
- Cut, grade, and prepare sidewalks (95 square yards).
- Excavate and form a 30' x 20' turndown slab for the stage.
- Excavate rain gardens and bench footings.
- Provide and install a stone base for slab and stage area.
- Furnish and install 3,500 psi concrete for slab, sidewalks, stage area, and bench footings.
- Install eight (8) 6-foot benches.
- Construct ten (10) mulched beds with ferns, shrubs, small trees, and shade-tolerant perennials.
- Supply and install media for rain gardens.
- Furnish and install signage.
- Fine grade and stabilize disturbed area with seed and straw



RIVERDALE RD.

NTS



PROPOSED PRICE

RFP# NC-2025-10 Mahoney Woods Amphitheater Proposal

Stage Area	\$65,928.00
Miscellaneous	19,800.00
Accessibility	\$54,183.00
Access	\$89,310.00
COST NOT TO EXCEED	\$229,221.00



COMPARABLE PROJECTS

Shifflett Properties Accounting Office

Design build project with a modular 12' x 22' office space with associated earthwork, exterior improvements, concrete walkways and electrical.

Completed: 2024

Cost: \$175,000.00

Reference: Susan Shifflett

Shifflett Properties

410-610-1846

Sshifflett_20678@yahoo.com

Fairfax County Park Pavillion

Design build project with a 20' x 30' covered pavilion with associated earthwork, exterior improvements, concrete walkways and electrical.

Completed 2024

Cost: \$220,000.00

Reference: Jay Irwin

Irwin Design

301-252-7313

jay@irwdesign.com



Mahoney Woods Amphitheater
City of New Carrollton
RFP 2025-13
June 6, 2025

REFERENCES

Susan Shifflett
Shifflett Properties
410-610-1846
Sshifflett_20678@yahoo.com

Jay Irwin
Irwin Design
301-252-7313
jay@irwdesign.com

Don Malnati
Renovations Unlimited
202-415-2577
donmalnati@mngdevelopment.com

DRUG FREE WORKPLACE CERTIFICATION

1. The City has published a statement to its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the City's workplace. The City has also communicated to its employees the actions that will be taken against employees for violation of this policy.

2. Further, the City also informs employees of the dangers of drug abuse in the workplace; the City's policy of maintaining a drug free workplace; drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

3. The Contractor is required to give any employee engaged in the performance of this contract a copy of the statement that "the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the City's workplace".

4. It is further required of the Contractor that all employees working under this Contract, as a condition of employment under this Contract be advised, in writing, that they:

a. must abide by the terms of this statement; and

b. must notify their employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

5. The Contractor must notify the City in writing, within ten calendar days after receiving notice under subparagraph 4 (b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.

6. Contractor must take one of the following actions, within 30 calendar days of receiving notice under subparagraph 4 (b), with respect to any employee who is convicted of a criminal drug statute:

a. Taking appropriate personnel action against such employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

b. Requiring such employees to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

7. Contractor must make a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Bidder: County Welding, LLC

(Print Name of Firm)

Address: City/State/Zip: 15873 Commerce Court, Upper Marlboro, MD 20774

By: Trevor Ramoutar

Signature of Person Authorized to Sign Bid

Trevor Ramoutar, President

Print Name and Title of Person Authorized to Sign Bid)

90 County

State of Maryland License

16357880

16583902

15015943



COUNTY WELDING LLC
COUNTY WELDING
15873 COMMERCE COURT
UPPER MARLBORO MD 20774

COUNTY WELDING LLC
COUNTY WELDING
15873 COMMERCE COURT
UPPER MARLBORO MD 20774

25

CODE	UNIT	TYPE OF LICENSE	NO OF LR	COST
77	015	CONSTRUCTION FIRM (NOT FOR HOME IMPROVEMENT)	1	15.00

DATE OF ISSUE
MO DAY YR
04/22/2025

MONTHS PAID
12

ISSUING FEES	2.00		
TOTAL	17.00	AMOUNT PAID	17.00

**THIS LICENSE MUST BE PUBLICLY DISPLAYED
AND EXPIRES ON APRIL 30, 2026**

ISSUED BY

MAHASIN EL AMIN, CLERK OF CIRCUIT COURT
14735 MAIN STREET
UPPER MARLBORO, MARYLAND 20772-9987 (301)952-3331
CRS

The information below is for the Clerk's Office use only, customers can disregard.

These barcodes are for use with the new Cashiering System. When your site is upgraded, you will be given instructions for their use.

These barcodes must be scanned in order for RCS:

Scan this one first



16515051165839025116357880

Scan this one second



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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/17/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Munro Insurance Services LLC	
Munro Insurance Services LLC		PHONE (A/C, No, Ext): 760-621-3844	FAX (A/C, No):
1155 Sportfisher Dr Suite 140		E-MAIL ADDRESS: certs@munroinsuranceservices.com	
Oceanside	CA 92054	INSURER(S) AFFORDING COVERAGE	
INSURED		INSURER A: Sutton Specialty Insurance Company	NAIC # 16848
County Welding LLC		INSURER B:	
15873 Commerce Court		INSURER C:	
Upper Marlboro		INSURER D:	
MD 20774		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			ISCP04000047909	3/13/2025	3/13/2026	EACH OCCURRENCE	\$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000	
							MED EXP (Any one person)	\$ 5,000	
							PERSONAL & ADV INJURY	\$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC							PRODUCTS - COMP/OP AGG	\$ 2,000,000
	OTHER:								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$	
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$	
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$	
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$	
								\$	
A	<input type="checkbox"/> UMBRELLA LIAB			ISCCX03000007262	4/16/2025	3/13/2026	EACH OCCURRENCE	\$ 1,000,000	
	<input checked="" type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$ 1,000,000	
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$						\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> N/A				E.L. EACH ACCIDENT	\$	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$	
							E.L. DISEASE - POLICY LIMIT	\$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Daniel Munro

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STATE OF MARYLAND
Department of Assessments and Taxation

I, MICHAEL L. HIGGS OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF THE STATE OF MARYLAND, DO HEREBY CERTIFY THAT THE DEPARTMENT, BY LAWS OF THE STATE, IS THE CUSTODIAN OF THE RECORDS OF THIS STATE RELATING TO LIMITED LIABILITY COMPANIES , OR THE RIGHTS OF LIMITED LIABILITY COMPANIES TO TRANSACT BUSINESS IN THIS STATE, AND THAT I AM THE PROPER OFFICER TO EXECUTE THIS CERTIFICATE.

I FURTHER CERTIFY THAT COUNTY WELDING, LLC (W14704761) , REGISTERED JUNE 04, 2012, IS A LIMITED LIABILITY COMPANY EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF MARYLAND, AND THAT THE LIMITED LIABILITY COMPANY IS AT THE TIME OF THIS CERTIFICATE IN GOOD STANDING TO TRANSACT BUSINESS.

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY SIGNATURE AND AFFIXED THE SEAL OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF MARYLAND AT BALTIMORE ON THIS MARCH 13, 2025.

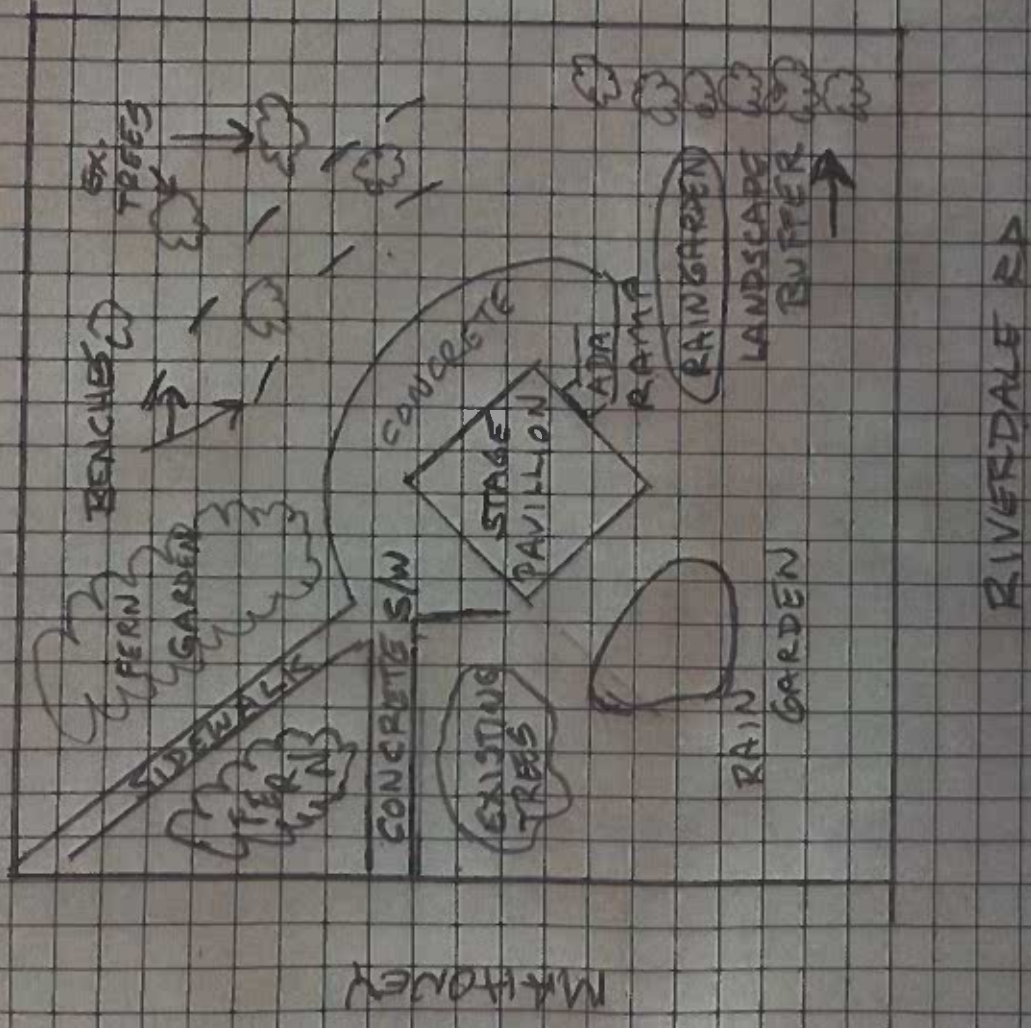


Michael L. Higgs
Director



301 West Preston Street, Baltimore, Maryland 21201
Telephone Baltimore Metro (410) 767-1340 / Outside Baltimore Metro (888) 246-5941
MRS (Maryland Relay Service) (800) 735-2258 TT/Voice

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Mahoney Woods-3D Rendering







MINUTES OF CITY COUNCIL WORKSHOP MEETING
CITY OF NEW CARROLLTON
JULY 07, 2025

Present were Councilmembers Duane H. Rosenberg, Cynthia Mills, Lincoln Lashley, Briana Urbina and Angelli Sybel Malavé; Mayor Phelecia Nembhard, City Administrative Officer Maisha Williams, Assistant City Administrative Officer William Barclay, Major Marc Butler, and City Clerk Kaitlyn Schisler.

I. Call to Order

The meeting was called to order at 7:00 p.m. by Council Chair Rosenberg in the Municipal Center, Room 230.

II. Public Comments

The following members of the public made comments:

- Cynthia Poles-Suite raised concerns about traffic from a proposed amphitheater at Mahoney Woods, questioned a \$100 siding permit fee, and urged stricter enforcement against illegal fireworks.
- A resident asked about the city's stance on rooftop solar panels and raised concerns over city-branded utility insurance notices, requesting analysis for homeowners.
- Cynthia Mills requested for the administration to provide a written explanation to the council regarding the timing and reason for the exit of Police Chief Rice, so that this information could be shared with the public.
- Phelecia Nembhard announced a blood drive on Wednesday, July 9th, and an ice cream social with the mayor and administration on July 21st.
- Marilyn Padmore thanked the council for its collaborative efforts but strongly opposed proposed cuts to resident services, especially rear trash pickup. She urged the council to consider alternative budget adjustments and better educate residents rather than reduce services.
- A resident voiced frustration with the city's compost program, stating their compost has repeatedly been mixed with regular trash despite their ongoing participation. They urged the city to either properly manage the program or end it.
- Richard Potts briefly expressed concern over a bridge issue, stating the council failed in its responsibility and should have ensured proper inspection.

III. Council Announcements

Councilmembers Urbina, Lashley and Rosenberg shared announcements including upcoming events like a blood drive, adult pool night, and children's chalk art at the library as well as also sharing a positive experience from the Maryland Municipal League conference, emphasizing strong group collaboration.

IV. Lessons from MML

Councilmembers Urbina, Lashley and Malavé shared takeaways from the MML conference. Councilmember Malavé raised concerns about the city's noncompliance with the Open Meetings Act, specifically the lack of recorded actions from closed sessions. Councilmember Urbina reported that New Carrollton's reserve fund is far below recommended levels, calling for tighter financial management, Councilmember Lashley emphasized the importance of respectful communication, referencing the Dignity Index as a guide for public discourse.

V. Ordinance to Allow Temporary Signage (Discussion)

A proposed ordinance to allow temporary signs in the right-of-way for events like yard sales sparked debate, with concerns about overregulation, fees, and practicality. While some supported clearer rules, others felt existing practices were sufficient; Councilmember Mills put forth a motion to table the discussion until there is a stronger need for it. Councilmember Lashley seconded the motion. The motion passed (4-1-0).

VI. Waiver for Home Accessibility Modifications (Discussion)

The Council reintroduced an ordinance to waive permit fees for home accessibility modifications, aiming to support both people with disabilities and seniors aging in place. After discussion, the Council agreed to revise the ordinance to clarify eligibility and include age-related needs, with Councilmember Urbina tasked to incorporate the feedback with the assistance of Councilmember Malavé.

VII. Harland Street Demo & Pool Fill

The administration provided updates on the Harland Street demolition project, recommending Alliance for their thorough proposal. Councilmember Urbina stressed the need for city engineer approval and suggested an external review to ensure a complete plan. The Mayor and Council discussed prior visions for the property, with consensus on the need for decisive action.

VIII. Trash Curb Service

William Barclay raised safety and efficiency concerns with the current trash collection system, suggesting residents place bins at the top of driveways instead of behind homes. Councilmembers called for better resident education and communication on trash handling, and resident feedback. Comments opposed changing the valued service, especially for seniors and those with disabilities, and criticized issues with the compost project.

IX. Mahoney Woods

The administration provided an update on the Mahoney Woods amphitheater project. The Council questioned the project's practicality and suggested exploring alternative sites or uses for the \$250,000 grant. The Mayor clarified that the grant allows in-house construction and landscaping to move forward.

X. Westfield Park & Oak Ln Discussion

The Council discussed maintenance and safety issues at Westfield and Oak Ln Parks, noting unfinished playgrounds and vita courses. A \$150,000 grant will fund improvements at Westfield. A FY26 budget amendment will likely be necessary.

XI. Certified Bridge Construction Inspector Discussion

The Administration informed the Council that Prince George's County now requires a certified bridge inspector on-site daily during construction of the Powhatan Bridge. CPJ got three bids, recommending the lowest from AB Construction (\$49K). A special session is needed to approve this urgently.

XII. All Bridge Update

The administration presented additional inspection reports for New Carrollton bridges to the Council.

XIII. Motion to Adjourn into Special Legislative Meeting

Councilmember Urbina moved to adjourn the meeting and go into legislative session. The motion passed unanimously (5-0-0). The meeting was adjourned at 9:03 p.m.

MINUTES OF CITY COUNCIL SPECIAL LEGISLATIVE MEETING
CITY OF NEW CARROLLTON
JULY 07, 2025

I. Call to Order

The meeting was called to order at 9:03 p.m. by Council Chair Rosenberg in the Municipal Center, Room 230.

II. Non Consent Agenda

Councilmember Urbina motioned that the City Council of New Carrollton approve AB Consulting as the certified bridge construction inspector for the Powhatan Street Bridge project for the City of New Carrollton in the amount of \$49,520. Councilmember Rosenberg seconded the motion. The motion passed unanimously (5-0-0).

III. Motion to Adjourn

Councilmember Mills motioned to adjourn the meeting. Councilmember Urbina seconded the motion. The motion passed unanimously (5-0-0). The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Kaitlyn Schisler
City Clerk

Note: These minutes are a summary of the actions taken by the City Council and do not include all details of the discussions. Please refer to the official meeting video for a complete record.

Agendas and Approved Meeting Minutes can be found at:
<https://www.newcarrolltonmd.gov/AgendaCenter>

MINUTES OF CITY COUNCIL WORKSHOP MEETING
CITY OF NEW CARROLLTON
JULY 14, 2025

Present were Councilmembers Duane H. Rosenberg, Cynthia Mills, Lincoln Lashley, and Angelli Sybel Malavé (Councilmember Briana Urbina was excused); Mayor Phelecia Nembhard, City Administrative Officer Maisha Williams, Assistant City Administrative Officer William Barclay, Major Marc Butler, and City Clerk Kaitlyn Schisler; Ethics Commission Chair Cynthia Poles Suite, Board of Elections Chair Charles Davis, City Attorney Jason DeLoach (virtual).

I. Call to Order

The meeting was called to order at 7:18 p.m. by Council Chair Rosenberg in the Municipal Center, Room 230 following some technical difficulties.

II. Public Comments

The following members of the public made comments:

- Madhi Hamid requested that early election results be posted on the Carrollton website before actual election day for transparency.
- A resident raised a safety concern about an unmarked crosswalk near their home on Fairbanks Street, emphasizing the need for proper markings for motorist awareness.
- Craig McLane raised questions about the administrative burden of the Mahoney Woods Project as well as questions about the pedestrian bridge.

III. Council Announcements

Councilmembers Mills, Lashley, and Rosenberg gave announcements about the Powhatan St Bridge repair, community programs and upcoming community events.

IV. Lessons from MML

Councilmembers Mills and Rosenberg shared takeaways from the MML conference. Mills noted a conflict between the city's weak mayor system and conference insights, suggesting a charter review. Rosenberg emphasized the value of networking and shared key policy discussions from the event.

V. Proposed Election Schedule Change Discussion

The Ethics Commission and Board of Elections proposed to move the candidate packet due date from the last Friday in March to the last Friday in February, allowing more time for verification, candidate support, and potentially two debate nights. Councilmembers were generally supportive. There was discussion about aligning the amendment with future changes, targeting completion by February or May 2027.

VI. Council Retreat Discussion

The Council discussed holding a retreat. Suggestions included a Saturday in January or a date in late August or September. The retreat aims to foster collaboration among the council, mayor, and administration, with a focus on visionary city planning.

VII. Revisions to Prior Meeting Minutes

The council discussed revising past closed session minutes. Councilmember Malavé stated the council violated the Open Meetings Act by omitting required public summaries. The city attorney confirmed revisions were legal and that past minutes likely lacked proper disclosures, though confidential details

would remain protected. Councilmember Malavé moved to revise minutes from May 2023 to June 2025, but the motion failed for lack of a second.

VIII. Report of Mayor & Department Heads

Mayor Nembhard, City Administrator Maisha Williams, and Assistant City Administrator William Barclay provided their monthly updates. The police update was moved to the Wednesday meeting.

IX. Review of Bills for June 2025

The bills for June 2025 were presented for review.

X. Mahoney Woods Followup Discussion

City Administrative Officer Maisha Williams said the amphitheater must remain at Mahoney Woods due to grant restrictions. Public works can build it with full reimbursement, and rejecting the grant could hurt future funding chances. The discussion was tabled.

XI. Farmcrest Rd. Pedestrian Bridge

The Farmcrest Bridge, a county bridge slated for replacement in 2028 due to funding, is in poor condition. Options discussed include welding repairs by city staff, closure, or using pressure-treated plywood as a quicker, cheaper fix, similar to a solution used on Carrollton Parkway.

XII. Ordinance 26-01: Budget Amendment

The Council discussed Emergency Ordinance 26-01, Budget Amendment Reconciliation No. Five: To Amend Ordinance 24-11 Current Expense Budget for FY 2025.

XIII. Ordinance 26-02: Budget Amendment

The Council discussed Emergency Ordinance 26-02, Budget Amendment Reconciliation No. One: To Amend Ordinance 25-16 Current Expense Budget for FY 2026.

IX. Lobbyist Report

The Lobbyist Report was tabled as it was not yet submitted by the Lobbyist.

IX. June Minutes

Councilmember Malavé suggested improving meeting minute transparency by including links to the agenda package, meeting recording, and a central landing page for all minutes as well as noting that she felt the summary for the June 18th closed session minutes—stating "no action taken"—did not provide enough information for residents.

XIII. Motion to Adjourn into Special Legislative Meeting

Councilmember Lashley moved to adjourn the meeting and go into legislative session. The motion was seconded by Councilmember Mills. The motion passed unanimously (4-0-0). The meeting was adjourned at 9:03 p.m.

MINUTES OF CITY COUNCIL SPECIAL LEGISLATIVE MEETING

CITY OF NEW CARROLLTON

JULY 14, 2025

I. Call to Order

The meeting was called to order at 9:03 p.m. by Council Chair Rosenberg in the Municipal Center, Room 230.

II. Non Consent Agenda

Councilmember Mills motioned that the City Council of New Carrollton approve Resolution 25-31, Amending the FY26 Schedule of Fees. Councilmember Lashley seconded the motion. The motion passed unanimously (4-0-0).

III. Motion to Adjourn

Councilmember Lashley motioned to adjourn the meeting. Councilmember Mills seconded the motion. The motion passed unanimously (4-0-0). The meeting adjourned at 9:04 p.m.

Respectfully submitted,

Kaitlyn Schisler
City Clerk

Note: These minutes are a summary of the actions taken by the City Council and do not include all details of the discussions. Please refer to the official meeting video for a complete record.

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MINUTES OF CITY COUNCIL WORKSHOP MEETING
CITY OF NEW CARROLLTON
JULY 16, 2025

Present were Councilmembers Duane H. Rosenberg, Cynthia Mills, Lincoln Lashley, Briana Urbina and Angelli Sybel Malavé; Mayor Phelecia Nembhard, City Administrative Officer Maisha Williams, Assistant City Administrative Officer William Barclay, Major Marc Butler, and City Clerk Kaitlyn Schisler.

I. Call to Order

The meeting was called to order at 7:02 p.m. by Council Chair Rosenberg in the Municipal Center, Room 230.

II. Pledge of Allegiance

Councilmember Lashley led the Council in the Pledge of Allegiance.

III. Public Comments

The following members of the public made comments:

- Marilyn Padmore voiced concerns about the "weak vs. strong mayor" language, and suggested extending the 30-day residency requirement for voting. She also discussed past Open Meeting Act violations, and department budget overspending.
- Darlene Ward raised concerns about the budget and requested agenda additions, specifically inquiring about Chief Rice and details surrounding his departure.
- Cynthia Mills expressed concern about Chief Rice's recent absence and inquired about the ongoing "weak mayor" discussion. She also proposed developing a plan to address student truancy, particularly groups congregating outside of New Carrollton.
- Cynthia Poles-Suite inquired about revisiting plans for electronic signs in the city to better inform residents.
- Briana Urbina shared her experience at the "Local Progress" conference.

IV. Department Report: Police Department

Major Butler apologized for previous data errors caused by entry mistakes and assured the report had been corrected with proper analysis. He addressed questions on premise checks, towing policies, animal control, fireworks enforcement, accident tracking, and parking rules—confirming the city's ability to tow vehicles, continuation of trap-and-release efforts, and proactive enforcement of the 72-hour parking rule. He also noted ongoing discussions with state agencies about traffic light changes and emphasized the importance of maintaining emergency access through parking compliance.

V. Emergency Ordinance 26-01: Budget Amendment (2nd Reading)

The Council had a second reading of Emergency Ordinance 26-01, Budget Amendment Reconciliation No. Five: To Amend Ordinance 24-11 Current Expense Budget for FY 2025.

VI. Emergency Ordinance 26-02: Budget Amendment (2nd Reading)

The Council had a second reading of Emergency Ordinance 26-02, Budget Amendment Reconciliation No. One: To Amend Ordinance 25-16 Current Expense Budget for FY 2026.

VII. Mahoney Woods Followup

The council discussed the Mahoney Woods project, with concerns raised about costs, design alternatives, and the risk of losing grant funding. While some members expressed support, there was emphasis on the need for more community input due to largely negative resident feedback. A vote was postponed to allow for additional outreach, including town halls and focus groups in the impacted areas.

VIII. Conference Lessons: Raising Revenue (Briana Urbina)

Councilmember Urbina discussed lessons she learned at a recent conference using Melville, PA's budget as a model, noting it offers more services at lower cost, including in-house EMS. Councilmember Urbina recommended exploring geothermal HVAC and other clean energy projects with expiring federal tax credits, and advised seeking federal technical assistance instead of relying solely on consultants.

IX. Items for Future Council Meetings

Councilmembers proposed several items for upcoming agendas, including updates on the lobbyist, blighted property tax legislation, and the vacant property registry. Suggestions also included revisiting the home accessibility ordinance, exploring congestion pricing near a local school, and inviting a vendor to present on solar traffic devices with stop sign cameras.

X. Motion to Adjourn into Legislative Meeting

Councilmember Urbina moved to adjourn the meeting and go into legislative session. The motion was seconded by Councilmember Lashley. The motion passed unanimously (5-0-0). The meeting was adjourned at 8:45 p.m.

MINUTES OF CITY COUNCIL SPECIAL LEGISLATIVE MEETING
CITY OF NEW CARROLLTON
JULY 16, 2025

I. Call to Order

The meeting was called to order at 8:45 p.m. by Council Chair Rosenberg in the Municipal Center, Room 230.

II. Non Consent Agenda

a. June Minutes:

Councilmember Mills moved that the City Council of New Carrollton approve the June Meeting Minutes [Council Workshop & Special Legislative Meeting Minutes (June 4, 2025). Council Workshop & Special Legislative Meeting Minutes (June 16, 2025). Closed Council Meeting Minutes (June 16, 2025). Council Workshop & Legislative Meeting Minutes (June 18, 2025)]. Councilmember Urbina seconded the motion. The motion passed (4-0-0).

b. Emergency Ordinance 26-01: Budget Amendment

Councilmember Urbina moved that the City Council of New Carrollton approve Emergency Ordinance 26-01, Budget Amendment Reconciliation No. Five: To Amend Ordinance 24-11 Current Expense Budget for FY 2025. Councilmember Lashley seconded the motion. The motion passed unanimously (5-0-0).

c. Emergency Ordinance 26-02: Budget Amendment

Councilmember Lashley moved that the City Council of New Carrollton approve Emergency Ordinance 26-02, Budget Amendment Reconciliation No. One: To Amend Ordinance 25-16 Current Expense Budget for FY 2026. Councilmember Urbina seconded the motion. The motion passed unanimously (5-0-0).

III. Motion to Adjourn

Councilmember Urbina motioned to adjourn the meeting. Councilmember Lashley seconded the motion. The motion passed unanimously (5-0-0). The meeting adjourned at 8:48 p.m.

Respectfully submitted,

Kaitlyn Schisler
City Clerk

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